

QJCS-530-74
18 April 1974

MEMORANDUM FOR: Chief, Records Center

SUBJECT : Request for Destruction of Job No. 73-579
REFERENCE : QJCS-365-74, same subject, dated 15 March 1974

1. The Records Administration Branch, ISAS has advised me that you cannot destroy Job. No. 73-579 as requested in reference memorandum inasmuch as the authority cited for its retirement requires a retention period of ten years.

2. I have reviewed with appropriate QJCS and Office of Finance personnel the retention requirements for Job. No. 73-579, which contains information pertinent to the Voluntary Investment Plan for CY 1972. My review indicates:

a. The tapes should not have been forwarded to the Records Center for retention, but rather held in QJCS.

b. There appears to be no requirement for QJCS to retain VIP activity tapes subsequent to acceptance of the Annual Activity Report by the Office of Finance.

c. The Office of Finance Records Control Schedule No. 31-69-3805, item 15a-k covers retention of VIP files.

3. Attached are three memoranda to QJCS from the Office of Finance relating to VIP activity which support QJCS destruction of 1971 and 1972 activity files.

4. Please destroy Job. No. 73-579.

ic/

STA

Attachments: a/s

APPROVED:

ic/

STA

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UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	CIA/RMC [redacted]		STA
2	Room 2E [redacted]		
3			
4	Records Center [redacted]		STA
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

[redacted]
This is a case where OJCS wishes to
destroy tapes stored at the Records
Center prior to the Records Control
Schedule disposition authority.
Your signature of approval is needed
before the Records Center can take action.

Pat

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

RAB

29 Apr '74

SECRET

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Office of Computer Services

became

Office of Joint Computer Support

and transferred to DDM&S 30 March 73.



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